

Tribal Council Approved, Updated August 15, 2021

Notice of Job Opening: Tribal Council Support Position

Native Village of Eklutna (NVE) is seeking to hire an individual to provide support services to the NVE Tribal Council in the areas of Enrollment Coordination, Meeting Records, and Other Governmental Services. This position will answer directly to the Tribal Council, and the supervisors for the position will be the NVE Tribal Council Vice President and Council Secretary, with oversight by the President. Remote and on-site work (at the NVE Offices) is required. This is a Part time position (30-60 hrs./month), compensation DOE negotiable. Hours per day, and in any individual workweek, will be dependent upon the needs of the Council, and shall be set by the supervisors. Satisfactory completion of background and drug test is required.

The duties and responsibilities of this position are as follows:

- Process and assist with confidential Enrollment applications and Tribal Member Data; conduct file inventory, provide support including preparation of letters, emails, Enrollment Certificates, reports, updated address labels, and summarized data to authorized persons.
- Timely drafting of detailed meeting minutes with emphasis on actions, topics, and due diligence according to Tribal Government standards, maintaining a motion log, and ensuring that approved minutes, motions, and resolutions are signed, distributed to the Tribal Council, and placed in the meeting book at the Administrative Office for Tribal Member supervised review.
- Other Tribal Council Support services as directed by the Council.

The person hired is expected to conduct their work with confidentiality and integrity. Respectful communication skills to work with Tribal Members, Employees, and Council Members is a requirement, along with accurate, detailed writing skills. Microsoft program knowledge and usage, and Database familiarity preferred. Employee shall be required to enter into an employment contract with the federally recognized tribe of Eklutna Native Village (Native Village of Eklutna).

If you are interested in this position, please send a letter of interest, along with a resume or other outline of your work experience, to:

nve.enrollment@eklutna.us